

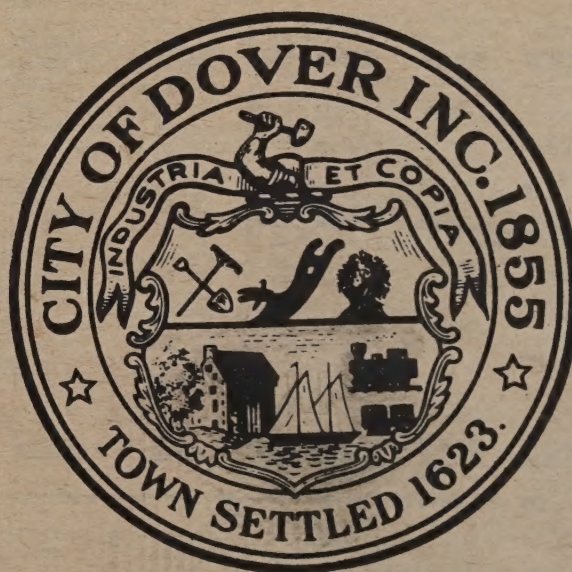
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# **City of Dover, New Hampshire Annual Report**



**128th Annual Report For The Period  
July 1, 1983 Through June 30, 1984**



# City Manager's Report

STATEMENT OF REVENUES, EXPENDITURES AND ENCUMBRANCES

12 MONTHS ENDED JUNE 30, 1984

	BUDGET	ACTUAL	ENCUMBRANCES JUNE 30, 1984	VARIANCE - OVER (UNDER)
<b>REVENUES:</b>				
Taxes	\$11,921,137	\$12,189,944		\$ 268,807
Licenses and permits	871,195	877,559		6,364
Fines and forfeits	277,700	326,160		48,460
Use of property and money	271,200	541,659		270,459
Current service charges	339,813	615,147		275,334
Other revenues	33,000	39,932		6,932
Education - primarily federal and state grants and tuition	1,248,408	1,310,324		61,916
Intergovernmental	1,506,869	1,535,721		28,852
<b>Total revenues</b>	<b>16,268,912</b>	<b>17,236,441</b>		<b>967,529</b>
<b>EXPENDITURES AND ENCUMBRANCES:</b>				
General government	1,200,288	1,267,558	\$ 13,629	\$ 80,899
Public safety	2,218,883	2,117,366	64,812	(36,705)
Public works	1,695,595	1,610,320	2,119	(85,264)
Culture and recreation	620,640	604,548	3,130	(16,092)
Community services	142,578	141,866	2,175	(712)
Human services	422,400	337,672	840	(84,688)
Education	7,585,248	7,485,713	81,618	(99,535)
Intergovernmental	1,063,228	1,087,352		24,124
Principal and interest	1,464,852	1,504,780	125	39,928
<b>Total expenditures and encumbrances</b>	<b>16,403,912</b>	<b>16,130,781</b>	<b>187,448</b>	<b>(273,171)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(135,000)</b>	<b>1,105,660</b>	<b>(187,448)</b>	<b>1,053,812</b>
<b>OTHER FINANCING SOURCES (USES) - Budget transfers in - portion of prior periods' undesignated fund balances</b>	<b>135,000</b>			<b>(135,000)</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>\$ -0-</b>	<b>\$ 1,106,260</b>	<b>\$ (187,448)</b>	<b>\$ 918,812</b>

I am pleased to submit this report which covers the first twelve months' fiscal year, from July 1, 1983 through June 30, 1984, following our transition period of an eighteen month budget.

Dover is entering a very exciting period that will provide us with an opportunity to balance our growth and to stabilize our tax rate. The growth that we have experienced along Central Avenue and, in particular, the Miracle Mile, with the construction of Shaw's Supermarket and the new Super Shop N' Save has added substantially to our base valuation of commercial properties in the City.

The renovations taking place in the Downtown area have fostered renewed interest in retail establishments and office space. The sale of the Pacific Mills property to the Pacific Mills Trust will play an important role in the future development of this property. Certainly, the activities of Tim Pearson, a principal in the Trust, can be seen by everyone with what has taken place with the former Western Auto Building, the Custom House and the Lothrop Furniture Building.

The Sawyer Mills Complex, formerly known as Sawyer's Mill Outlet, was also purchased during this period, and is now being renovated to fill the housing needs of Dover's

citizens.

The Environmental Protection Agency delivered to the City the Remedial Action Master Plan (RAMP) that was prepared by NUS, a consulting firm. This is the first step to be taken in the clean-up of the Tolend Road Landfill that was closed by the City in 1979. The next step will be the Remedial Investigation & Feasibility Study (RIFS). A contract will be awarded by the Environmental Protection Agency and the State of New Hampshire Water Supply & Pollution Control Commission in late 1984, and that work should be completed by mid 1985.

During this fiscal period we have also seen the completion of other projects with which the City has been involved:

(1) The Veteran's Council Building, formerly known as the Back River Community Club was occupied by the Veteran's Council as per the agreement arrived at through litigation several years ago.

(2) John Webster, who has leased the Cocheco Falls from the City of Dover was able to begin generating power at his facility.

(3) The contract service issue regarding the Dover Fire Department was resolved by the adoption of a City Charter amendment by the voters of Dover, that now requires that all public safety employees be City employees.

The City of Dover's financial status is excellent as of the close of this fiscal period. Despite a deficit balance at the close of our eighteen month transition period on June 30, 1983 of \$251,392, we were able through this budget year to change this to a positive fund balance of \$592,124 as of June 30, 1984. When you consider that we have established a reserve for uncollected taxes of \$1,041,157 and fulfilled the requirement to establish a reserve for accrued vacation and sick leave of \$120,634, and end up with an undesignated fund balance of \$592,124, it is indeed an outstanding achievement in which all Department Heads can share.

The next few years will play a very important role in Dover's future, and an enormous task for the local officials to balance pressures of residential, commercial and industrial growth, with the need to provide municipal services.

I sincerely appreciate the cooperation and support that has been given to me by the City Council, Department Heads, City Employees and the various Boards and Committees, and I look forward to the continued efforts of all to make Dover a better place in which to live and work.

Robert D. Steele  
City Manager

## Police Department

I am pleased to report that during 1983, the Dover Crime Rate again decreased. While this trend has recently been seen nationwide, the Dover decrease is significant since it is not a new and surprising development, but instead a continuation of a several year decline that began in 1979 when a ten percent (10%) reduction in the burglary rate was recorded. Since that time, the burglary rate, as well as other criminal activity has decreased nearly every year resulting in the 1983 burglary rate being 58% lower than in 1977. Several other categories of criminal activity also have seen significant reductions during these years.

During 1983, the overall decrease in Part I Crimes which includes Murder/Manslaughter, Rape, Robbery, Assault, Burglary, Theft, and Arson was 6%, with the total decreasing from 1,138 in 1982 to 1,067. Part II Crimes such as Forgery, Fraud, Vandalism, DWI, Disorderly Conduct, and other categories of crime decreased from 2,023 in 1982 to 1,769 or a 1983 decrease of 12.2%.

While these factors are indeed encouraging, there are factors outside of the control of the police that affect these statistics and to which attention must be given, otherwise it will be difficult, if not impossible, to prevent a reversal in this trend. Alcohol and drug abuse is one such area, and while strict enforcement of laws and ordinances relating to the use and abuse of alcohol and drugs may have some effect, it is limited.

Alcohol and drug abuse continues to play a significant crime role and while its use and abuse is not only unhealthy, and many times illegal, the rate of involvement of people under the influence of both substances in criminal activity is staggering. Alcohol and drug abuse play a significant part in the burglary, theft, and vandalism crime rates, it is nearly always a factor in disorderly conduct cases, and those individuals who drive under the influence of alcohol many times injure or kill themselves or others. Also of particular concern is the high percentage of alcohol and drug abuse involvement in crimes of violence, particularly involv-

ing family members. While we have been encouraged by several citizens groups involved in some of these areas, and by the action of the City Council in passing ordinances relating to the use of alcohol, the continued attention and active participation of everyone is essential to bringing about a resolution to the problem of alcohol and drug abuse, and the criminal activity that results from it.

Criminal activity and its control is important to a community because of its economic impact, not only for the victims of crime, but for the overall economic development of the community at large and the well-being of its citizens. It is particularly important in Dover because of our past population and economic development, and its control is essential for continued economic improvement. A large elderly population requires special consideration to not only provide, but to also instill a feeling of security; and plans for a revitalized downtown area and expanded commercial and residential development require care and careful consideration in order to insure that the law enforcement needs of the public are met as this development takes place.

For our part, the Police Department continues an active Crime Prevention Program actively involving every age group from kindergarten to senior citizens, continually evaluates and takes steps necessary to insure responsible patrol and investigative strategy that responds to the changing needs of the community, and continually works to improve and provide adequate training programs for our personnel. This has been possible through the continued support of the City Council and the citizens of the community. This continued support has been sincerely appreciated, and those of us in the Police Department will continue to do our best to be deserving of it in the future in order to insure that we may respond to the changes in growth within the community in a manner consistent with the well-being of its citizens.

Charles D. Reynolds  
Chief of Police

COMBINED BALANCE SHEET  
AT JUNE 30, 1984

ASSETS	GENERAL	SPECIAL	DEBT	CAPITAL	PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPE	ACCOUNT GROUP
		REVENUE	SERVICE	PROJECTS	ENTERPRISE	INTERNAL	GENERAL
Cash	\$ 107,526		\$ 128,548		\$ 278		
Investments, at cost	3,300,000						
Taxes receivable	1,763,842						
Accounts receivable	287,323			\$ 10,600	184,649	\$ 33	9,072
Unbilled revenue					550,000		
Notes receivable					119,085		
Due from other funds	218,541		32,404	892,558	1,719,818		
Due from governmental entities		\$189,044		261,111			
Inventories		25,053			171,757	92,687	
Prepaid expenses and other assets	16,805						
Property					3,965,047		
Amount available in debt service funds							\$ 32,404
Resources to be provided in future years							10,086,728
<b>TOTAL</b>	<b>\$5,684,057</b>	<b>\$214,097</b>	<b>\$158,952</b>	<b>\$1,164,269</b>	<b>\$6,710,634</b>	<b>\$92,720</b>	<b>\$10,119,132</b>
<b>LIABILITIES AND FUND EQUITY</b>							
<b>LIABILITIES:</b>							
Accounts payable	\$ 191,225	\$ 16,490		\$ 239,786	\$ 70,560	\$ 8,957	
Accrued liabilities:							
Compensated absences	120,634						527,632
Other	703,264	1,637	\$ 79,610		106,920		
Deferred revenue	1,041,157						
Unredeemed principal and interest coupons							11,938
Bonds payable					1,408,000		35,000
Due to other funds	2,645,039	70,018			77,559	66,410	
<b>Total liabilities</b>	<b>\$4,701,321</b>	<b>\$88,145</b>	<b>\$126,548</b>	<b>\$239,786</b>	<b>\$1,663,339</b>	<b>\$75,367</b>	<b>\$10,119,132</b>
<b>Fund equity (deficit):</b>							
Contributed capital					582,107		
Retained earnings:							
Appropriated for workers' compensation					75,910		
(Unappropriated)					4,389,278		
<b>Fund balances (deficit):</b>							
Reserved for:							
Encumbrances	191,448	137,585					\$531,197
Inventory		25,053					98,319
Workers' compensation	199,164		32,404				
Debt service							
Trust purposes:							
Nonexpendable							
Expendable							
Unreserved:							
Designated for capital projects	512,124	(36,682)		924,483	17,353		
Undesignated	832,736	125,354	12,404	924,483	5,047,295	17,353	629,516
<b>Total fund equity (deficit)</b>	<b>\$5,684,057</b>	<b>\$214,097</b>	<b>\$158,952</b>	<b>\$1,164,269</b>	<b>\$6,710,634</b>	<b>\$92,720</b>	<b>\$10,119,132</b>

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## Economic Development Department

The period July 1, 1983 to June 30, 1984, has seen extensive development planning and the beginning of what will probably be the most intensive ten year period of economic development in Dover's history. The investment of private capital, presently taking place, and what is planned for the next few years will increase Dover's tax base (assessed value) by at least 30 million dollars. The number of inquiries for manufacturing, office and commercial space has increased three-fold in the last year. The ease with which the first speculative multi-tenant industrial building in the Crosby Road Industrial park was leased is a good indication of the demand, which has prompted Cocheco Land Management to immediately start construction of a second building. During the first six months of 1984, January through June, over seventeen million dollars in building permits were issued. By the end of this year the total should exceed twenty million, a fifty percent increase over 1983's total of thirteen million.

This past twelve month period has seen the completion of plans started in 1982 and '83. The Miracle Mile

redevelopment and the construction of the Shaw's and Hannaford Bros. developments are the result of nearly two years of planning and negotiations which have resulted in a wider, safer, more attractive business area. The six hundred thousand dollars invested by the city in highway and utility improvements has been more than matched by the two developers who have contributed in excess of five hundred thousand dollars in cash, and an additional five hundred thousand dollars in land value for road relocation. The two developers will add over eight million dollars net, in assessed value to Dover's tax rolls, and when fully operational, will provide nearly five hundred jobs.

During the past year, all available industrial space has been leased. The Sawyer Mills redevelopment has been started and is expected to have 70 units of a proposed 210 ready for occupancy by the first of the year. Nearly fifty thousand square feet of new industrial space has been constructed to take care of the expansion of four area businesses and to house two new industries. The long empty

Estees Machinery building on Progress Drive has been purchased and now houses a small mold shop from Massachusetts. These new and expanding industries have added over 100 new jobs to Dover's work force.

1983-84 has also seen the final resolution of the Pacific Mills dilemma. After two false starts and near sales to the Gilbane Corp. of Providence R.I. and the Great Bay Co. of Portland, Maine, it was finally purchased by local developers, Tim Pearson and Joe Sawtelle. Planning for its conversion is now underway. When completed, the 700 foot long, six story monolith will become the centerpiece for one of the most attractive downtown areas in New England.

It has been an outstanding year for economic development in Dover. The indications are, however, that we have only just begun. Dover has been discovered! With the continued support of a forward looking, planning oriented, city council that discovery can result in orderly accelerated growth that will work to the benefit of all Dover residents.

George W. Garrett  
Economic Director

## Assessments FOR THE YEAR 1983

Property Assessments	\$366,899.96
Trailers	4,256.005
Total Assessments	\$371,155.201
Less Elderly & Blind Exemptions	3,312.500
Total Net Assessed Value	\$367,842.701
<b>TAX</b>	
Real Estate	\$11,743,850.43
Trailers	137,468.96
Bank Stock	5,142.57
Gross Tax	\$11,886,461.96
Less Veterans Exemptions	122,028.48
Net Tax	\$11,764,433.48

Donald Hemphill  
City Assessor

### DEBT SERVICE REQUIREMENTS

AT JUNE 30, 1984

#### LONG-TERM DEBT ACCOUNT GROUP

PERIOD	PRINCIPAL	INTEREST	TOTAL
For the Years Ending June 30:			
1985	\$ 1,223,078	\$ 635,329	\$ 1,858,407
1986	1,143,078	562,013	1,705,091
1987	943,057	492,633	1,435,690
1988	894,701	431,185	1,325,886
1989	817,326	373,199	1,190,525
1990-1994	3,073,630	1,104,385	4,178,015
1995-1999	1,496,630	262,491	1,759,121
Total long-term debt account group	9,591,500	3,861,235	13,452,735

#### ENTERPRISE FUNDS

For the Years Ending June 30:			
1985	159,297	128,098	287,395
1986	129,297	114,509	243,806
1987	129,318	102,523	231,841
1988	127,674	90,400	218,074
1989	127,674	78,142	205,816
1990-1994	546,370	206,772	753,142
1995-1999	188,370	45,491	233,861
Total enterprise funds	1,408,000	765,935	2,173,935

#### DEBT SERVICE FUND

For the Year Ending June 30, 1985	35,000	79,610	114,610
TOTAL ALL FUNDS	\$11,034,500	\$4,706,780	\$15,741,280

## TAX COLLECTIONS (18 MO)

	1981	1982	1983
Motor Vehicle Permits	\$498,060.50	935,339.00	812,237.00
Notary fees	86.50	116.00	19.00
Bank Stock	5,795.75	5,199.95	5,142.57
Resident Tax Current	99,310.00	109,410.00	111,840.00
Resident Tax Prior	16,330.00	17,450.00	4,760.00
Property Tax Current	8,564,008.87	14,598,045.33	10,048,150.22
Property Tax Prior	1,544,440.13	1,035,858.99	612,928.09
Yield Tax	993.39	1,158.69	270.68
Boat Tax	1,695.40	2,643.05	1,611.10
Tax Liens 1982			678,417.22
Tax Liens 1981		548,748.08	268,454.69
Interest, cost & penalties	99,756.77	242,408.61	190,438.73
TOTAL	10,830,477.31	17,496,377.70	12,734,269.30

## OTHER COLLECTIONS

	1981	1982	1983
Water	505,348.22	1,283,550.08	908,440.25
Sewer	808,663.20	1,233,689.09	943,388.30
Sprinkler	9,614.50	16,436.00	13,874.47
Maintenance	20,761.18	29,298.09	29,201.54
TOTALS	1,344,387.10	2,562,973.26	1,894,904.56

The above figures represent various collections made in the Tax Office. Comparisons can be made for 1981, 1982 and

1983. As a service to the public, Dover emerged as one of the state's largest Municipal

Agents in the issuance of motor vehicle stickers in 1983. Ann Fredette  
Tax Collector

## Public Works Department

### Engineering Division

The Public Works Department continued its efforts to improve its services during 1983-1984. The cooperation of all the Divisions resulted in many projects being completed on time.

Daily routine assignments were taken care of by the Public Works Division while the Water and Sewer Divisions were busy upgrading their systems with the replacing and installation of new mains.

The Public Works Department is comprised of six divisions which are Cemetery, Mill Heating, Public Works, Wastewater Treatment Plant, Engineering and Water.

Pierre R. Bouchard  
Public Works Director

### Cemetery Division

The Cemetery Division continued the development of a new area off Watson Lane. The drainage, water, road and grading has been completed.

Cemetery personnel received many compliments as to the appearance of the Cemetery. We are also receiving many complaints as to the disappearance of many flowers on the grave sites. Mr. Adrien Flanagan has been appointed Superintendent of the Cemetery Division.

#### 1983-84 STATISTICS

Interments	85
Entombments	27
Foundations	63
Sale of Lots	38 (93 graves)

### Public Works Division

The Public Works Division was kept busy with routine daily assignments during the year. Sweeping, resurfacing and road programs were all completed. New guard rails, culverts, tree planting and tree removal were also accomplished throughout the City. The City Garage maintained the equipment with a minimum of down time.

The Capital Improvement Program provided funds for the replacement of a dump truck and sidewalk snow blower.

The Engineering Department continued to assist the Public and other City Departments with their engineering problems during the last 12 months. Several of the major projects in which the Engineering Division participated include: Groundwater Recharge Project — Water Dept.; George St., Fourth St. Rehabilitation and major Sewer System Evaluation — Sewer Dept.; 2nd St. Reconstruction, Locust Street Reconstruction (Design), Dover Point Spaulding Turnpike Alterations, Sawyer's Bridge (Design), Miracle

Mile Reconstruction — Highway Dept.; Crosby Road Expansion — Industrial Development; and Public Works Garage Addition. Traditional duties of permit issuance, project inspection, and plan review continued throughout the year.

### Mill Heating Division

The Mill Heating Plant continued to provide steam during the heating season. During the past year the Cleaver Brooks boiler was completely retubed.

### Wastewater Treatment Plant

The Bird centrifuge was replaced with a belt filter press. A combination jet and vacuum truck was purchased jointly with Public Works to clean sewer lines and catch basins. A wood/coal furnace was installed in the drying room.

Sewer separation was com-

pleted on Washington, Fourth Street, and North Pine Street. City crews replaced sewer lines on George Street and Sonnett Street. New sewer lines were installed on Crosby Road, Prospect Street, Second Street, Redden Street Extension, Baker Street, Freeman Court and the Miracle Mile.

Total Flow (gal.)	841,567,000
Daily Average (gal.)	2,305,663
Chlorine (lbs)	69,957
Grit removed (cu. yds)	88.75

<b>SLUDGE DATA</b>	
Gallons pumped	1,607,698
Wet solids (lbs)	1,725,409
Dry solids (lbs)	421,020
Loads to Landfill	194

### Water Division

The Water Division continued with the upgrading of the system by the replacement of hydrants, curb stops and meters. The 16" main on Tolend Road starting at French Cross Road was started, approximately 5,200 feet was laid, 800 feet of 8" main was laid on Crosby Road.

Water from Cummings Well is pumped through the Lowell Avenue Pumping Station.

The Water Department has complied with all the requirements of the Safe Water Drinking Act, and State of New Hampshire Water Supply and Pollution Control Commission.

#### STATISTICS of gallons pumped in 1983-84

Griffin Well	135,936,500
Calderwood Well	239,924,700
Hughes Well	44,695,700
Cummings Well	168,476,400
Smith	54,534,400
Ireland Well	112,199,800
Test Well	73,721,000
Lowell Ave Pumping Station	155,717,400
Total	985,205,900



# Civil Preparedness

## GENERAL:

(1) Our yearly test was held on October 15, 1983, simulating a hurricane (Hurricane Sugar). Approximately 75 members participated in various problems normally associated with this type of storm. Thomas Dolloff, O/O, William Dodge, C/O, Fred Lavallee, Coordinator, Great Bay Amateur Radio Association and Yours Truly were the problem makers. Gov. John Sununu personally wrote letters thanking all participants. The test was considered a success.

(2) Our Program Papers for 1984 were submitted and approved by Regional Headquarters in December.

(3) New State CD I.D. cards were received and issued in December, 1983.

(4) A meeting was called on December 20th with staff from CD Headquarters as follows: Mr. Dave Madewell W/O and Mr. Robert Menzies C/O. The purpose of the meeting was to help plan our program for 1985.

(5) The Seabrook Evacuation Plan Draft was received on December 30 from Costello, Lomasney & DeNapoli. The second draft was received on March 24, 1984 and reviewed by all City Department Heads. After a number of changes were

made, the Plan was reviewed on April 17, 1984.

(6) The Dover Chapter ARC held open house on March 24, 1984. Various refreshments were served along with a large cake honoring this event. Approximately 100 persons attended.

(7) The heavy rains in April pushed the Cocheco near flood stage. A few low spots were covered. Dover Public Safety Departments were on alert. Again, Gov. John Sununu sent letters of appreciation to all volunteers participating.

(8) Mr. James Langille C/O from Regional Headquarters along with Mr. David Madewell W/O and Mr. Robert Menzies C/O from the Concord Headquarters attended a meeting at our EOC on April 3, 1984, with local staff on a NAWAS entry point for our EOC. We are on target for late 1984.

(9) A Seminar on Hurricane Alert was held at the Ramada Inn in Portland, Maine on May 10, 1984. Locals attending were as follows: Tom/Pat Dolloff; Frank Swain; Muriel Hurley and Denis Belheimer. This meeting was sponsored by NOAA and covered all the latest facets of locating, investigating and plotting by various means all tropical storms.

(10) The local Chapter ARC

held a Disaster Course on May 14, 1984 at our EOC. Locals attending were as follows: Tom/Pat Dolloff, Frank Swain, and Denis Belheimer.

(11) On June 3, 1984 a Special Meeting was held at the Exeter Town Hall, called by the State CD Headquarters to ascertain all flood damages incurred during the Spring Floods.

## COMMUNICATIONS:

(1) Most all antennae and equipment are now in place at our EOC. Additional antennae are planned for late 1984.

(2) Continental Cablevision provided hook-up service for the donated television set at our EOC. One more facet for storm reports.

(3) Monthly meetings were held by the Great Bay Amateur Radio Association with Mr. Robert Ross, Club President, presiding.

(4) Monthly meetings were held by the Mobile CB/ARC DAT members and host for these were Tom Dolloff O/O. Films were shown and latest FEMA Publications were given out as well as local Chapter ARC information.

Gilbert V. Dolloff,  
Local Civil Preparedness  
Coordinator

## BUILDING INSPECTION DIVISION

MONTH	PERMITS	ESTIMATED COST	FEES
July	27	\$2,448,000.00	2,220.00
August	47	1,661,000.00	2,874.00
September	38	1,573,000.00	1,686.00
October	30	2,389,000.00	2,988.00
November	44	2,825,000.00	3,610.00
December	9	34,000.00	96.00
January	16	1,475,000.00	1,064.00
February	20	1,040,000.00	822.00
March	21	5,651,000.00	2,268.00
April	24	745,000.00	1,285.00
May	31	6,504,000.00	4,955.00
June	53	1,657,000.00	3,312.00
Yearly total	360	\$28,002,000.00	27,180.00
Electrical Permits: 182			\$6,158.00
Miscellaneous Permits: 12			300.00
Annual Totals:	554	\$28,002,000.00	\$33,638.00

# CITY CLERK

The following is a report of activities of the City Clerk's Department for the period July 1, 1983 through June 30, 1984.

## CITY COUNCIL

The Clerk's office prepared the agenda for Regular and Special Council Meetings, Workshop Sessions and Public Hearings; recorded minutes of all Council meetings; and advertised legal notices for Council actions as required by law.

The Council meets every first and third Wednesday in Workshop sessions and every second and fourth Wednesday in Regular sessions.

## LICENSES, PERMITS AND FILINGS

Licenses and permits issued included those for Arcades, Dogs, Junk Dealers, Mar-

riages, Peddlers and Vendors, Pool Tables, Tag Days or Parades, Taxis (operator, cab and driver), Video and Non-Video Machines, and Raffles; filing, recording and indexing of Uniform Commercial Code Financing and Termination Statements are also done in this office.

## ELECTIONS

The preparation for and supervision of elections is a duty of the City Clerk. During this period there was the November 8 Municipal Election and the February 28 Presidential Primary Election.

## VITAL STATISTICS

Returns of Births, Deaths, and Marriages occurring in the City during this period were recorded and tabulated as follows:

	July '82-June '83	July '83-June '84
Births	983	828
Deaths	337	332
Marriages	291	277

The issuing of certified copies of vital statistic records and recording of same continues to be a large portion of

the duties in the Clerk's office.

Carol E. Salava  
City Clerk

# Arena Department

During the 1983-84 season, the Arena Department has continued to improve the City's ice skating facility. The major improvement to our facility this year was the construction of a new locker room complex, replacing the old temporary locker rooms. Portions of this project were completed by contractors such as the foundations and concrete block walls. The Arena staff along with workers from CETA Summer Youth Employment Program performed many of the phases of the construction, thereby saving substantially in labor costs for the overall project. Arena staff members Brian Murphy and Mike Wilson kept busy during the Summer of '83 and continued to work on this project throughout the season in addition to their regular ice rink duties. The efforts of these two workers along with the rest of the staff have pro-

# Department of Planning and Community Development

Over the past twelve months, this department worked closely with the City Council, Planning Board, Zoning Board and Citizen's Advisory Committee to upgrade and refine the planning functions in Dover.

The Planning Staff underwent minor changes, as Donna Luken replaced Lillian Norton as secretary. The balance of the staff consisted of Planning Director Timothy Sheldon, Community Development Coordinator Linda Clark and Building/Electrical Inspector Richard Selleck.

The Planning Board also saw some new faces as Council Member J. Andrew Galt replaced Council Member James McAdams as Council representative. William Meserve, Harry Griffin, and Kerry Forbes left the Board and were replaced by Harold Preston, R. Craig Williams and James Beckingham, Jr., George Maglaras served as Chair and Stephanie Faria as Vice-Chair. The balance of the Planning Board consisted of City Manager Robert Steele, Public Works Director Pierre Bouchard and Wallace Ackerman. In addition to these changes, H. Les Elder and Robert Weisner were chosen as Planning Board alternates.

The 1983/84 fiscal year has been the busiest this office has experienced in many years and will be remembered as being very productive in terms of initiating new planning programs, as well as administering existing ones.

For purposes of this Annual Report, work activities will be broken down into three categories: Planning Administration, Grants-in-Aid, and Building Division.

## PLANNING ADMINISTRATION

The processing of 44 subdivisions and 49 commercial site reviews kept the Planning Board busy, more than doubling the previous year's record development activity. Highlights include:

-Seabrook Hospital - 80+ bed alcohol/drug rehabilitation center

-Shaw's Shopping Center - 145,000 S.F. retail complex

-Hannaford/Garrison Greenhouse Complex - 105,000 S.F. retail complex

-Lothrop Building restoration;

-Morton Building restoration and

-Wentworth-Douglass Hospital expansion.

In addition to the review of development parcels, the Planning Department continued to focus attention on updating Dover's Comprehensive Development Plan. While many of its key elements are in place, the demand to develop in Dover and the impacts resulting from this growth have moved the Planning Board to take some new, bold growth management initiatives.

-The "Pacific Mills Quadrangle Commercial Revitalization District": The Planning Board developed a comprehensive rezoning strategy for the purpose of revitalizing the Cocheco Waterfront and the Pacific Mills Complex;

-A Sign Ordinance was developed and approved by the Planning Board and City Council;

-The Weeks Traffic Circle Master Plan: As a result of the unprecedented growth along the Miracle Mile and the inability of the Weeks Traffic Circle to accommodate additional vehicular traffic, the Planning Board amended Dover's Comprehensive Development Plan and established a Weeks Traffic Circle Growth Management District; and

-Weeks Traffic Circle Growth Management District: This interim zoning district will restrict further development of tracts of land that derive direct access from the Weeks Circle if the proposed development activity increases the vehicular loading of the circle.

Hampshire Mini One-On-One playoffs for the third year in a row at the Arena.

Arena Maintenance Specialist Barry Riordan, a six year staff veteran, has continued to repair and maintain the Arena machinery and equipment in the best possible condition. As the Arena expands and equipment grows older, more attention is required to maintain the equipment in good working order. The dedicated professional work of Arena Maintenance Specialist Riordan, who continues to keep all our equipment running, has been one of the keys to our success.

The Arena Commission continues to work closely with the Arena Administration in developing goals and objectives for the Arena Department in an effort to continue the growth of the Arena and its programs. The Commission meets on the third Tuesday of

## GRANTS-IN-AID

Dover continues to receive federal aid in the amount of \$325,000 annually in the form of Community Development Block Grant Entitlement Funds. This year's projects include:

-Cocheco River Dredging Project. A 600' x 60' section of the river will be dredged to desilt the boating channel. The project is particularly important to the revitalization of the Cocheco Waterfront District.

-Main Street/School Street. This project involves the acquisition of seven parcels of land, the demolition of four buildings along with the resale and restoration of the nationally historical Solomon Jenness House. Included is the construction of a 75 car at grade municipal parking lot and a 200' x 20' pedestrian walkway from the parking lot to Main Street.

-Pacific Mills Quadrangle Master Plan. This project will analyze Dover's urban market opportunities/potentials and recommend both short term and long term policies and action projects for the purpose of revitalizing the Pacific Mills Complex and the Cocheco Waterfront District.

-Pierce Street Reconstruction. A street and sidewalk reconstruction program to provide for a safe truck route through the Central Business District.

-Building Improvements Project. Funds were allocated to bring the Dover Senior Center building and the Dover Adult Learning Center into compliance with Dover's Safety Codes.

-Main Street/School Street Housing Rehabilitation Program. This 50/50 matching fund program provides funds to bring residential buildings into compliance with Dover's Safety and Housing Codes.

Timothy Sheldon  
Planning Director

each month at 7:30 PM in the Arena Director's Office. The meetings are open to the public. The Commission is appointed by the City Council for a five year term, one seat expiring on January 1 each year. The Arena Commissioners are: Chairman, Barbara McDonough (1986); Vice Chairman, Peter J. "Red" Murray (1988); Secretary, Torald "Ike" Isaacson (1985); J. Paul Spellman, Jr. (1989); and George Lowell (1987). Parks and Recreation Director Donald Heyliger serves as an ex-officio member of the Commission.

The 1984-1985 year provides another challenging year for the Arena staff and we are looking forward to another successful year.

Paul J. Chalue  
Arena Director



# Dover Industrial Development Authority

The 1983-84 fiscal year has been a very productive one. New roads, sewer and water line extensions, and utility service extensions have opened up additional land for development in the Crosby Road Industrial Park.

By extending Crosby road 350 feet and building 300 feet of a new street, Farraday Drive, two lots were opened up for development. Cochecho Land Management, who purchased twelve acres of land from DIDA, immediately started construction of two buildings. The first, a 26,000 square foot multi-tenant building, was completed early in '84. Before completion, the building was completely rented. Four tenants, each leasing 6500 square feet, are now housed in this attractive \$700,000 modern brick and steel structure. The bays are leased to The Instrumentation Corp., the U.S. Division of a French Electronics firm, and Cogebi Inc., a branch of a Belgian Electronics firm. An expansion of two local firms, the GFS Corp. and Janco Inc., occupy the other two bays.

The second building, an 11,000 square foot terminal is owned and occupied by Milne Enterprises. This building was completed and occupied in the Spring of '84. Minor construction

and landscaping are still to be completed.

Cochecho Land Management, as provided in their agreement with DIDA, has started site work on a 3 acre parcel in preparation for the construction of a second 26,000 square foot building. This, too, is planned to be a multi-tenant facility providing space for new small industries and expansion space for local growing businesses.

A two and one-half acre parcel at the entrance to the Crosby Road park has been sold to Acme Sheet Metal who must relocate as a result of the redevelopment of the Sawyer Mills property. A 5000 square foot building, expandable to 15,000 square feet is under construction and is expected to be occupied by mid October.

The extension of water and sewer lines to the Farraday Drive property and to the Acme Sheet Metal property have brought the services to the property lines of an additional four parcels. The extension of power and telephone lines will also make these services available.

As of this writing negotiations have been completed for the sale of approximately 6 acres on which a 35,000 square foot building will be built in the spring of '85.

Negotiations are ongoing for the sale of two other small parcels.

If sales continue at their present level, developable land in Crosby Road will be gone by 1986. With this in mind, a committee has been appointed to explore the possibility of DIDA acquiring additional land for the creation of a new Industrial park and/or the further expansion of the Crosby Road Park.

Recognizing the possibilities of a Foreign Trade Zone as an incentive for foreign firms, and U.S. firms in the export business, to locate in the Industrial park, we have taken action to make that incentive available in Dover. We have this year, completed and filed an application to have the Crosby Road Industrial Park designated as a sub-zone of the Portsmouth Foreign Trade Zone.

The development of the Crosby Road Industrial Park, which has thus far taken place, has been due in no small measure to the cooperation and commitment of the Dover City Council and the city department heads and staff. We look forward to another year of continued development and growth.

Robert F. Haley  
Chairman

# \*\*\*\*\* Youth Resources

The Youth Resources Office operates a variety of programs to benefit Dover youths and their families. Included among these are the Job Bank and general employment programs, the Big Buddy Program, the Juvenile Court Diversion Program, and Drug and Alcohol Abuse Prevention and Counseling programming. We also do a great deal of "other duties as required," which can range from distributing donated clothing to helping in the process of college applications.

The Youth Resources Office celebrated its 10th anniversary this year. Mayor Raymond Hennessey and the City Council proclaimed September 10th, 1983 "Youth Resources Day", and the anniversary was marked by a successful Community Picnic held at Bellamy Park. The picnic was attended by over 100 youths and their families, and featured games, pony rides, a petting zoo, entertainment, and lots of food. Support from local donations was tremendous — the event was operated at no cost to the office.

Another big event last fall was the formation of a group of youths who named

themselves "Better Buzzes: Drug-Free Highs." Eager to raise money to fund alternative activities, and to accomplish a dramatic project, this group planned and executed the "Dover to Dover Walk." Signing up dozens of sponsors, the group walked a 170 mile route from Dover, Vermont to Dover, New Hampshire over a long weekend in November. They raised close to \$1,500.00 which was placed in a bank account and has been used for purchase and rental of equipment and supplies for subsequent trips and activities.

This spring, Youth Resources Office staff worked with staff of the UNH Thompson School to develop the Highland House Summer Project. This was a residential program for 15 youths from New Hampshire who were at risk of becoming heavily involved with drugs and alcohol or who were experiencing other problems. The Highland House Summer Project ran for 10 weeks throughout the summer and included farm-oriented work at the Highland House Farm, group counseling, structured activities, and drug and alcohol presentations. Four youths from Dover attended the program. Most of the participants were in the program on a court order, but local business contributions helped pay the way for one Dover girl on a "scholarship."

The Court Diversion Program processed 28 new cases this year and maintained an average caseload of 15 youths. Diversion contracts for these youths included restitution, written or verbal apologies to victims, public service work, and alternative activities. This program receives invaluable assistance from the Diversion Committee, a group of twenty community volunteers who meet with Diversion clients and advise on contract stipulations. In October the Diversion Committee was honored by a reception attended by Youth Resources Office and Dover Police Department personnel and several members of the City Council.

We placed over fifty youths this year in a total of 75 jobs, ranging from one-time to full time employment. The

Outreach Counselor also conducted job-search seminars for students at Dover Junior High.

The Big Buddy Program had an average of twenty matches of local youths with adult volunteers. There is a continuing need for male volunteers for this program.

The Drug and Alcohol Abuse Prevention Worker/Counselor conducted in-school information seminars at St. Thomas Aquinas High School, and met with local groups for information and consultation. He also maintained a small caseload of counseling clients, usually referred in a crisis situation, and worked to find detox facilities for several clients. A great deal of time was also spent advising and assisting the "Better Buzzes" group and other youths with similar goals.

Additionally, we also spent time on special projects such as distribution of donated Christmas gifts, field trips for youths, and the "Discover Dover" bicycle contest. This contest was set up for Junior High School students on spring break. Each student drew from an envelope full of tasks such as interviewing a city official, identifying landmarks, interviewing a senior citizen, performing a public service task, etc. After completion of a task, each kid received a clue to the whereabouts of a gold coin which, when found, would win him or her a new BMX bicycle. The contest was exciting, and went down to the wire, with eight kids converging on the City Hall lawn at the same time to search for the coin concealed near the cannon.

The field trips ranged from a maple-sugaring expedition to tubing on the Saco River to a two-night camping trip on Mt. Chocorua. Youths from our office attended a picnic sponsored by a UNH service fraternity. We also sponsored a "Last Day of School Picnic" at Guppy Park, with swimming, volleyball, and hotdogs for forty kids.

Keith E. Bates,  
Coordinator  
Youth Resources

# Department of Parks and Recreation

This year's Budget in the amount of \$400,269 (although somewhat better than F.Y. 1982) was approximately eight percent less than F.Y. 1981. As per the previous year, our less than adequate Budget resulted in the continuation of a reduced park maintenance program whereby neighborhood parks/playgrounds had only minimal care. The Recreation Center, comprising the Butterfield Gym and Indoor Pool and Guppy Pool/Park were well-maintained. Considerable improvements were made especially at Guppy Pool/Park by our own staff together with a Federally funded teen work crew secured via our Community Youth Resources Department. Dick Cote, Recreation Maintenance Foreman, had only two full-time Maintenance Specialists and two temporary summer employees to care for all our facilities! Considering this small crew, Dick found it impossible to accomplish everything on his list. From among those parks receiving minimal care, Horne St., Woodman, Longhill and Bellamy showed the ill-effects of reduced maintenance. Dick and his crew, however, are to be commended for doing an excellent job under difficult circumstances.

A new format was implemented for our summer playground program which

proved to be moderately successful. The neighborhood playgrounds were supervised on Monday, Tuesday and Wednesday mornings; and, during these afternoons children were bused to Guppy Park for swimming, arts/crafts, sports and games. Thursday was trip day and Friday reserved for make-ups (rained out trips and special events). Average weekly attendance was approximately one-hundred boys and girls ages 7 - 15. The most popular trip was Canobie Lake with one-hundred seventy-five participants. Camp Sun 'N Fun continued to be very successful as every week was filled to capacity with a waiting list. Camp headquarters, which is Bellamy Park, affords a beautiful natural setting for most of the activities. The children are bused to our Indoor Pool for the aquatic portion of the program.

The Butterfield Gym had the best year ever as participation and revenue far exceeded our projections. In addition to the popular sport/fitness activities, several meetings were occurring each evening; and, on many occasions the offices had to be used because all other rooms were filled! The Indoor Pool also had a great year with revenue exceeding the budgeted amount. All levels of swimming were offered together with diving, scuba and water aerobics which have

become very popular. The cleanliness and friendly pool atmosphere make this facility very popular. The new lighting system has also added a warm glow.

Special events such as Halloween, July 4th, One-Pitch Softball Tourney, Butterfield Basketball Tourney, Adult Invitational Basketball Tourney, Elks Hoop Shoot, Pepsi Hotshot, Chuck E. Cheese Trip, Ice Cream Smorgasbord, Easter Egg Hunt and the "I Love N.Y." trip helped to round out the year. Visiting the Radio City Music Hall complete with the Liberace and the Rockettes was a thrilling experience and hopefully the start of a more vigorous trip program.

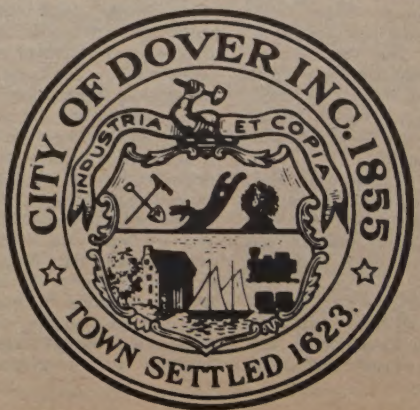
Several of the affiliated Recreational Sport Leagues had a decline in participation. This can be primarily attributed to the dwindling school enrollment, particularly in grades three thru six. According to recent statistics, the elementary school enrollment has dropped by approximately thirty-three percent since 1976. Despite this decline, however, the percentage of children participating in our various programs/leagues has increased.

The Southside Little League had to share the Maglaras Park Minor League fields which proved to be an inconvenience. A field has not been found; and, a vigorous search is

underway to hopefully solve what has become a frustrating dilemma. The Babe Ruth League, on the other hand, has raised money and used it to improve their home field—the Dunaway High School baseball field. Dugouts, fencing, new concession stand and new infield are some improvements to date.

A growing concern is the rapid development which is occurring throughout Dover. Open space with recreational potential is fast disappearing as evidenced by planning board activity, real estate transfers, subdivisions, etc. The Southside Little League has discovered just how scarce property has become; and, the natural beauty of Bellamy Park is being encroached upon by apartments. Our Department staff and Advisory Board members, in looking ahead to the future, see a great need to acquire/protect additional open space for the future.

I would like to thank my staff, the Recreation Advisory Board members, the School Department and hundreds of donors/volunteers for working hard and supporting our Community Recreation Program. Looking ahead, I hope that we will continue to better serve the needs of our citizens and we can only accomplish such through our shared efforts. Donald E. Heyliger, Director  
Parks and Recreation  
Department





# Superintendent of Schools

The following report to the citizens of Dover highlights the 1983-84 school year. While it was not an all-inclusive accounting, it does provide a fair assessment of some of the activities and programs in your school system. I encourage those who have questions or comments to contact me at 742-6400.

## ENROLLMENT

Enrollment in the public schools in Dover declined by seventy-five students in 1983-84. Elementary schools reported an enrollment of 1276; the junior high reported 595; and the high school reported 1404, for a total of 3275 students.

A study of the complete enrollment figures for Dover's public schools over the past five years shows that although our total number of students continued to decrease in 1983-84, there is an upswing on the elementary level. First grade classes in September, 1983, showed an increase of thirty-five over the previous year and forty-one over the year before that. It appears that our steady enrollment decline may have ended.

This, coupled with the new tuition contract negotiated between Dover and Barrington for Barrington high school students, is good news for our school system.

## CURRICULUM

Reflecting a national trend in 1983-84, Dover's public schools devoted time and energy to examining their academic programs and initiating improvements. Early in the year the minimum passing grade was increased from sixty to seventy percent throughout the system. High

school graduation requirements were raised from eighteen to twenty-one credits including more requirements in science and mathematics, effective with the current freshman class. In addition, all students are now required to enroll in five classes plus physical education, instead of the four which had been previously required.

Curriculum reports to the School Committee and the public have been scheduled to be presented over a two-year cycle, and during the first year mathematics, vocational, and social studies teachers reviewed and reported on their programs. The remainder of the curriculum will be aired at subsequent bi-monthly School Committee meetings.

Among other changes were the introduction of a new mathematics program in grades three through six, the development of a district-wide mathematics test for grades one and two, and a new reporting system for grade one. Also, the acquisition of a significant number of computers through Federal Block Grant funds allowed teachers to expand our computer education program on all three grade levels. By the end of the year there were seventy-four computers available in the schools for student use.

Special emphasis was placed on improving the district's health education program in 1983-84. In conjunction with the Concerned Citizens for Drug and Alcohol Awareness a task force was established to make recommendations regarding drug and alcohol education. In addition, the Dover schools hosted a well-attended workshop on comprehensive health education in New Hampshire.

## BUDGET PROCESS

The Dover School Committee made a special effort in 1983-84 to involve the public in the development of its budget. Several budget meetings were regularly scheduled in December, January, and February to provide citizens with an opportunity to question and comment upon all sections of the budget. In an effort to improve communication among the City's decision makers, special invitations to the sessions were sent to community leaders and members of the City Council. A noteworthy by-product of the improved communication was the joint School Committee/City Council/Music Parents effort to secure new uniforms for the high school band.

## STAFF REORGANIZATION

In a move to increase efficiency and save money the staff in the Central Office was reorganized in 1983. The position of Business Administrator was created to replace that of Assistant Superintendent. The school district was indeed fortunate to retain the services of veteran staff member Marie Willard in the new position.

To place greater emphasis on curriculum improvement the district curriculum coordinator's position was realigned to give Dr. Murray Ingraham more time to work with teachers and principals on the enhancement of our educational offerings.

## SPECIAL EDUCATION

Nearly 300 Dover students are currently identified as needing special services because of some handicapping

condition affecting learning. This number has increased five-fold over the past ten years, creating a strain on both personnel and budgets. While the majority of these students are served here in Dover in one of our local special education programs, over twenty of them are enrolled in out-of-district placements. Under the direction of Special Education Coordinator, Dr. Donna Bolian, the staff is working to provide an appropriate education in fifteen programs throughout the schools.

## ADULT AND COMMUNITY EDUCATION

Over 1000 students, most of them adults, participated in community education programs during 1983-84. Among the proudest participants were eight students who received adult high school diplomas and 70 who received high school equivalency certificates. Deborah Tasker, Director of the programs, noted that 50 people were enrolled in English as a Second Language classes for refugees and immigrants at the Adult Learning Center on Atkinson Street. Additional classes in a variety of areas were held at Waldron Towers, Central Towers, Niles Park, Mineral Park, the Strafford Guidance Center, the High School, and the Strafford County Jail.

## VOCATIONAL EQUIPMENT

Thanks to \$239,000 from capital improvement funds, the high school vocational program was able to purchase a number of items in 1983-84. Chief recipient of the funds was the school's machine shop program which was able to

replace some badly outdated machinery. The business program also received support for the addition of modern office equipment for its students.

## STATE VISITATION

In March a team of twenty-five representatives from the New Hampshire State Department of Education visited Dover to conduct a comprehensive evaluation of the school system and to monitor the implementation of various state and federal regulations. In the past such visitations were conducted separately by various state consultants throughout the school year. The March visit was a pilot, carried out in three New Hampshire locations, to streamline the process into one comprehensive on-site review. I expect to receive the final report on the State visitation in the Fall of 1984. At that time the district will begin the long process of addressing the recommendations made by the team.

## FUTURE DIRECTIONS

Although the Dover school system has moved forward over the past year, there is much more to be done. Recognizing the need for improvement, the School Committee has established subcommittees to study special education needs, to review drug and alcohol policies, and to explore the issue of a kindergarten for Dover. Additionally, the School Committee intends to set priorities to aid in future budget and program decision-making.

Among the priorities of the School Committee I expect to find a greater emphasis on a program for talented students.

While the district has made some recent strides in this direction, notably in the collaboration between Seacoast high schools and the University of New Hampshire, more needs to be done.

## CONCLUSION

At the end of my first year as Superintendent of Schools I am pleased and proud to be a part of the Dover School System. Dover is fortunate to have quality teachers, administrators, and staff members. They are the foundation of our school system, and I am grateful for them. No school system could run without the services of support personnel such as the secretarial, custodial, maintenance, transportation, and cafeteria staffs. Dover is graced with top-notch, dedicated people in each of these departments. Their work is often unheralded, but it is vital to the efficiency of the school system. I am also appreciative of the support shown by the citizens of Dover. From parent volunteers to booster group members to informed voters, the interest shown in our schools is exemplary. Finally, I wish to commend the dedication and leadership of the Dover School Committee. They have carried out their duties responsibly, courageously, and always with the welfare of the students in mind. I look forward to continuing to work with them and with the people of Dover on behalf of our schools.

Gerald A. Daley  
Superintendent of Schools

# Public Library

**PUBLIC LIBRARY** The past year was a very significant one for the Dover Public Library as it marked the 100th anniversary of its founding. The events leading to the establishment of a public library in Dover, from its incorporation in August 1883 to its opening in January 1884, were paralleled with a series of activities and observances, culminating with a festive open house on January 13, 1984, 100 years from the day the Library first opened its doors to the public.

The City Fathers of the 1880's would be pleased and perhaps surprised to see what their fledgling institution has become. Its resources include 66,716 books, 1,330 phonograph records, 426 rolls of microfilm, and 190 magazine subscriptions. Circulation reached new heights

at 186,591 items, an increase of 10,145 over the previous year. The Library has grown in importance to the community as an information center, with the already busy staff answering nearly 20,000 questions for people from all walks of life.

Much of the energy of the trustees and staff was devoted to solving the problems of providing the physical facilities necessary to insure adequate library service into the next century. A whole new look into the solution to these problems, in light of changing needs and technology, was undertaken by the architectural firm of Stahl Associates, working with the Wright-Pierce Corporation. An imaginative, exciting, yet practical plan for upgrading and adding to the existing Carnegie Building was developed.

Designed to be done in phases as funding becomes available, it will provide needed space and be accessible to the handicapped. The City Council was generous in its support for Library improvements, providing the funds necessary to get the work underway. A grant of \$15,448 from the State Library Commission from LSCA funds will give assistance with energy conservation measures and rest room facilities for the handicapped.

The habit of lifelong library use begins in childhood, so every effort is made to provide service to attract the young. The Children's Room circulated 63,914 books, or 1 in every 3 that left the Library. The staff conducted 117 story hours, attended by 1,550 children from ages 2 to 6. 3,691 attended seasonal and other special programs, while

school groups made 150 visits with their teachers. During the summer emphasis shifts from pre-school to school-age children. The 134 children participating in the special summer program recorded a total of 1,450 books read. The staff produced and offered to parents a variety of helpful publications, including an updated booklet, "Preschool Education in Dover", a resource book entitled "Activities and Programs for Children", and 12 new booklists. The Children's Room staff is rewarded for its truly outstanding program by the enthusiastic, sometimes overwhelming, response from the children and parents they serve.

A continuing problem is the late return and loss of books. The negligence of borrowers requires that over 3,000

telephone calls be made and over 2,000 postal reminders be sent, diverting funds and staff time from more productive ends. The completion this year of an inventory of the adult non-fiction collection was particularly distressing, showing that 1,006 books had been stolen from the shelves during the past 4½ years. This represents a loss conservatively estimated at \$7,335, to say nothing of the loss of service to the people who needed to use those books. It is now clear that a book theft detection system has become a regrettable but necessary part of the Library's renovation plans.

As Library Director there are many to whom I am indebted for their support: the Board of Trustees, chaired by Mr. A. Paul Boucher, with Mr. Chester E. Tracy, Mrs. Valerie Bloom, Mrs. Barbara

Grimes, and Mrs. Ann Etelman; the Friends of the Library, who were tireless in providing and supporting a variety of programs; the volunteers who came forward to help with filing, mending, book delivery and other time consuming tasks; the Pioneer Garden Club for the holiday decorations in the style of the 1880's; the high school band, the Senior Choir and Salt Water Tuffies for the enjoyment they brought to the Centennial celebrations; the media for its generous coverage; the Library's loyal and dedicated staff; and of course the people of Dover for the numerous sincere words and gestures of encouragement.

Donald K. Mullen  
Library Director



# Fire and Rescue

I am pleased to submit the Annual Report for Fiscal year 1983/84. During this year, the department confronted many problems as efforts were made to provide an effective and efficient level of service at reduced costs to the taxpayer. Despite the problems, the personnel continued to provide quality service for the community of which we can all be proud.

As part of an on-going program to improve the quality of services provided to the community, personnel attended throughout the year various job-related local, State and federal schools. In addition, many members of the service pursued higher levels of education through the University of New Hampshire, Franklin Pierce College, and various Vo-Tech colleges in the area.

During this 12 month period, the Fire & Rescue Service responded to 2,644 calls for service. This figure includes 544 inspections and public service calls completed by fire suppression personnel, 905 ambulance calls, and 1195 engine company responses. A portion of these calls relate to one of our primary emphasis, Public Relations. Personnel

conducted classes for various organizations and businesses throughout the City which included first aid techniques, fire safety, use of fire equipment, and education programs for school-age and kindergarten children.

In a move to increase efficiency and effectiveness, the in-service inspection program was re-evaluated, revised and implemented. The new program was designed to attempt to enforce compliance with State and local codes, correct minor violations, familiarize personnel with target hazards, and attempt to reduce the estimated dollar loss due to fire.

It is gratifying to note that although total calls increased by 34.5 per cent, fire calls decreased by almost 8 per cent and the estimated dollar loss decreased by approximately 84 per cent. Although there may be some luck involved with the dramatic reduction in fire loss, we know this updated inspection program has had a major impact on the results.

It continues to be acknowledged that on-the-job accidents are extremely costly to the community and unfortunately, they will never be totally eliminated. However,

through various resources available to us and positive attitudes and personal effort by the personnel, the department continues to reduce the number of on-the-job accidents. This is particularly noteworthy because, despite the reduction in personnel which placed additional responsibilities on the existing employees, the number of accidents continued to reduce.

Total Accidents  
1981 1982/83 1983/84  
27 22 15

As you review the Fire Prevention, Training, and EMS reports, you will find these divisions continue to maintain a high level of productivity and innovation. Through their efforts and the community's interest, they continue to provide programs that are beneficial to every citizen of our community as well as being in the best interest of the City.

Our progress for the past year has been accomplished with the assistance of many people and I would like to express my thanks to the entire staff of the City of Dover Fire & Rescue Service, the various departments of the City, and last but not least, the citizens of our community.

## CITY OF DOVER FIRE & RESCUE 1983 - 1984 INCIDENT ANALYSIS

	80	81	82	83	83/84
Structure	72	61	95	51	73
Outside	9	7	6	2	3
Vehicle	36	28	41	14	40
Brush	82	59	43	22	46
Refuse	30	31	31	8	28
Explosion-No Fire	3	2	1	0	0
Outside Spill-Fire	3	0	0	0	2
Fire Explosion-NCA	1	0	0	0	0
Steam Rupture	2	3	2	0	2
Air, Gas Rupture	1	2	1	1	1
Overpressure Rupture-NCA	0	3	0	0	1
Emergency Medical Call	200	885	783	387	905
Lock-In	4	2	3	0	5
Search	1	2	1	1	1
Extrication	16	12	9	3	2
Rescue Call-NCA	10	4	17	5	15
Spill, Leak-No Ignition	66	52	49	17	50
Explosive, Bomb Removal	0	0	0	0	0
Excessive Heat	5	3	5	7	7
Power Line Down	8	5	3	5	19
Arcing Electrical Equipment	48	33	38	20	48
Chemical Emergency	2	0	3	1	1
Hazardous Condition-NCA	14	11	12	9	22
Lock-Out	75	77	156	163	342
Water Evacuation	13	3	7	17	6
Smoke, Odor Removal	8	4	1	1	2
Animal Rescue	14	11	10	9	13
Assist Police	26	16	29	16	18
Unauthorized Burning	53	32	23	6	15
Cover Assign., Standby	11	6	4	3	10
Service Call-NCA	173	96	215	82	544
Smoke Scare	101	103	110	45	122
Wrong Location	3	0	3	0	2
Controlled Burning	38	16	18	16	21
Vicinity Alarm	1	2	2	0	0
Steam	15	5	9	0	7
Good Intent Call-NCA	24	19	19	10	34
Good Intent Call-Insufficient Info.	0	2	1	0	0
Malicious False Call	100	56	19	11	22
Bomb Scare	2	0	0	0	1
System Malfunction	49	49	82	34	155
Unintentional	19	28	58	31	41
False Call-NCA	4	4	7	4	11
Type of Situation Found-NCA	6	3	8	7	7
TOTALS	1386	1137	1924	1008	2644

## COMPANY RESPONSE BY MONTH

	1980	1981	1982	1983	1983/84
January	84	111	176	194	250
February	90	98	136	145	216
March	110	125	140	181	216
April	135	105	155	170	215
May	125	116	136	141	253
June	118	73	129	177	237
				2932	2644
July	139	84	147	182	
August	109	72	154	196	
September	106	79	131	199	
October	111	76	202	203	
November	102	82	181	180	
December	157	116	237	297	
TOTAL	1386	1137			

## Fire Training

Fire service training has been increasing steadily for the past seven years from a total of 700 training hours in 1977 to over 13,000 hours in 1982. In the 1983/84 year we show a slight drop in total training hours of approximately 3,000 hours. A better comparison might be to look at total training hours per year per man. The average firefighter received 325 total training hours in 1982 and 285 total training hours in the 1983/84 year. This is only a drop of 40 hours per man for the whole year; a drop of less than an hour a week. The Division of Training feels that due to the very rapid growth in training over the past several years there would be a leveling off of total training hours. There is still a portion of training being performed by employees that is not being recorded properly. When department officers and firefighters get used to the new subjects to be recorded (suggested by the Insurance Service Offices), we should see another large jump in total training hours. The Division's

goal is to achieve and maintain 600 total training hours per year per man. This is almost equivalent to what the whole fire department performed in 1972.

The Training Division is being aggressive in its attempts to upgrade the type and quality of training by selecting outside qualified instructors to give courses and soliciting members from other departments to attend for a varied viewpoint and to assist in course costs. We will also be attempting to bring all our employees up to Career Level by the end of 1984 and up to Level I by the end of 1985. During the same period, we will also be offering Officer Level I courses and by the end of 1985 should have a number of personnel certified at that level. The new process used by the Training Division will allow this to be done at a fraction of the cost.

A number of special courses and projects were completed during the 1983/84 year. Some of them are listed below.

### Projects

## Fire Prevention Division

During the past year, the Bureau of Fire Prevention has revised the school educational programs. The new program was implemented in October of 1983 and over the past year enrolled 1,197 students. Educational programs in private industry were increased considerably. Two hundred seventy-two people successfully completed a course on the proper selection and use of portable fire extinguishers.

During the month of January, a new in-service inspection program was implemented. It is too early to measure the effects of the program, but to date the program has added considerably to the assurance of code compliance with the City of Dover.

The following is a list of inspections completed throughout the last year:

a. Educational (Schools & Kindergartens)	23
b. Health Care	13
c. Mercantile	172
d. Dwellings (Single & 2 Family)	5
e. Oil Burners	32
f. Industrial	32
g. Business	162
h. Places of Assembly	103
i. Miscellaneous	152
j. Apartments (3 or more units)	80
k. Day Care & Foster Homes	13
l. Wood Stoves	62
Total	849

Engineer's Exam  
Department Evaluations  
Entrance Exams  
4" Hose Study  
Hose Testing  
Apparatus Testing  
Apparatus Maintenance  
Training Material Expansion

### Courses

Pesticide Emergencies  
Portable Radios  
2 Building Burns  
Air Van Operations  
LP Gas Emergencies  
Farm Machinery Emergencies  
Flammable Liquids  
Helicopter Evacuations

Thousands of hours were spent on typical training classes and drills conducted in-house; ex.: hose, ladders, drivers training, tours, ropes, inspections, various rescue courses, physical training, pumps and pumping, etc.

## Emergency Medical Services

We have had an increase in requests for training from the community as projected from last year. The community over the past years has realized the expertise that we hold and are turning to us for hard to find programs.

There were 23 programs provided to the community reaching 220 civilians, including such groups as the N.H. National Guard, Dover Boy Scout Troops, private industry, and the general public. In-house training programs aimed at maintaining skill levels were offered this year. We have two instructors to teach on duty personnel advanced EMT skills such as EOA and MAST.

The regional plan for upgrading pre-hospital care will challenge our personnel's skills and abilities for the betterment of the personnel, department, and our community. Objectives for laying a firm foundation of highly qualified personnel, for planned implementation of intravenous therapy, cardiac monitoring and defibrillation will be readressed for fiscal year 84/85.

Our objectives for fiscal year 84/85 are (1) replace old ambulance, (2) train 50% of EMT's with EOA skill, (3) train 50% of EMT's with MAST, (4) lay ground work for paramedic service.

David F. Bibber  
Chief, Fire & Rescue



**TOTAL CALLS PER DAY  
PER WEEK**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
304	397	391	375	377	432	368

**TOTAL CALLS DURING  
SPECIFIC HOURS**

0000-0600	0601-1200	1201-1800	1801-2400
234	627	1099	684

**METHOD OF ALARM**

Private Fire Alarm	94
Radio	91
Direct Report To A Fire Station (verbal)	48
No Alarm Received - No Response	11
911	2040
Method Of Alarm From The Public	
Not Classified Above	360

**MUTUAL AID**

GIVEN	RECEIVED
65	27

**NUMBER OF FIRE RELATED INJURIES** Fire Personnel 9 Civilians 9

**NUMBER OF FIRE RELATED FATALITIES** Fire Personnel 0 Civilians 0

**ESTIMATED DOLLAR LOSS** \$432,035

**TOTAL CALL MEN RESPONSE FOR THE YEAR** 33

**TOTAL MILEAGE FOR INCIDENTS** 12,667

**TOTAL FIREMEN WORKING OVERTIME FOR INCIDENTS** 278

TOTAL INCIDENTS PER WARD	1	2	3	4	5	6
	383	439	326	410	475	546

**FIVE LARGEST LOSSES IN 1983-84**

	Residence	Estimated Dollar Loss
141 Littleworth Road	Residence	\$90,000
9 Redden Street Extension	Residence	40,000
5 East Concord Street	Residence	35,000
Garrison Road	Residence	30,000
53 Third Street	Residence	25,000

FIRE CASUALTIES	1980	1981	1982	1983	1983/84
	0	1	0	1	0



## Directory of City Officials

### ARENA DIRECTOR

Paul J. Chalue.....742-5463

### CITY ATTORNEY

Scott E. Woodman.....742-3551, ext. 214

### CITY CLERK

Carol E. Salava.....742-3551, ext. 220

### CITY MANAGER

Robert D. Steele.....742-3551, ext. 223

### CIVIL DEFENSE DIRECTOR

Gilbert V. Dolloff.....742-7734

### ECONOMIC DEVELOPMENT DIRECTOR

George W. Garrett.....742-3551, ext. 229

### FINANCE DIRECTOR/ COMPTROLLER/TREASURER

Hoyt A. Haney.....742-3551, ext. 202

### FIRE CHIEF

David F. Bibber.....742-4646

### HEALTH OFFICER

Beatrice Fogg.....742-7220

### LIBRARY DIRECTOR

Donald K. Mullen.....742-3513

### PARKS AND RECREATION DIRECTOR

Donald E. Heyliger.....742-5718

### PLANNING DIRECTOR

Timothy C. Sheldon.....742-3551, ext. 208

### POLICE CHIEF

Charles D. Reynolds.....742-4646

### PUBLIC WORKS DIRECTOR

Pierre R. Bouchard.....742-4568

### SUPERINTENDENT OF SCHOOLS

Gerald A. Daley.....742-6400

### TAX ASSESSOR

Donald Hemphill.....742-3551, ext. 207  
William E. Colbath, Assistant to the Assessor

### TAX COLLECTOR

Ann Fredette.....742-3551, ext. 218

### WELFARE DIRECTOR

Margaret E. Seymour.....742-3551, ext. 211

### YOUTH RESOURCES DIRECTOR

Keith Bates.....742-3551, ext. 234

## The 1984-1985 City Council

All Council Terms expire on December 31, 1985.

<b>Jesse Andrew Galt</b> Ward 1 754 Central Avenue 742-1250	<b>Thomas P. Duffy, Jr.</b> Ward 2 19 Forest Street 749-1622	<b>Kevin Mone</b> Ward 3 12 Hanson Avenue 742-0504
<b>Robert L. Whiting</b> Ward 4 160 Locust Street 742-8281	<b>Richard A. York</b> Ward 5 6 Littleworth Road 742-9106	<b>Charles A. Crocco</b> Ward 6 3 Glencrest Avenue 742-1156
<b>MAYOR</b>		
<b>James H. McAdams</b> At Large 7 Riverside Drive 742-6338	<b>Arnold W. Peters</b> At Large 55 Old Rochester Road 749-3798	<b>Franklin Torr</b> At Large 1 Old Littleworth Road 742-7607
<b>MAYOR PRO TEM</b>		